

## DUTY STATEMENT

<b>Class Title:</b> Communicable Disease Specialist I	<b>Position Number:</b> 809-175-8404-901
<b>Unit:</b>	
<b>Section:</b> HIV/AIDS Case Registry Section	
<b>Branch:</b> HIV/AIDS Epidemiology Branch	
<b>Division:</b> Office of AIDS	

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct.

**Job Summary:** The Communicable Disease Specialist I (CDS I) acts as lead staff person to several Office of AIDS (OA) staff in coordinating and conducting various aspects of HIV/AIDS surveillance activities throughout the state; assists the HIV/AIDS Case Registry Section Chief in planning a statewide HIV/AIDS surveillance program; responsible for coordinating a response to programmatic and technical needs of local surveillance programs; helps design and implement evaluation programs related to the effectiveness of HIV and AIDS reporting methodologies; and provides technical assistance in the development and implementation of statewide policy and guidelines.

**Supervision Received:** General direction from the Research Manager II, Chief of the HIV AIDS Case Registry Section.

**Supervision Exercised:** Acts as lead person for surveillance activities for the day-to-day surveillance responsibilities and activities of several front-line staff in the HIV/AIDS Surveillance Program.

**Description of Duties:** The CDS I assists the HIV/AIDS Case Registry Section Chief in planning and implementing the HIV/AIDS core surveillance system in California, and is responsible for coordinating a response to programmatic and technical needs of local surveillance programs. The CDS I also assists in statewide planning of state and local program operations and in the resolution of policy questions. Duties include the education, training, and evaluation of statewide, local, and provider-based HIV/AIDS reporting systems, including security, data management, and quality control issues associated with the reporting of HIV and AIDS cases.

### Percent of Time      Essential Functions

35% Provides coordination for all surveillance activities for the HIV/AIDS case reporting system in OA and local health jurisdictions; develops protocols for HIV/AIDS surveillance procedures and related activities at the state and local level; develops and implements quality assurance procedures for surveillance data; acts as lead staff to three to four OA surveillance coordinators; assures confidentiality of the HIV/AIDS surveillance reporting system and ensures training of others in this area; maintains documentation on all surveillance aspects of the HIV/AIDS reporting system; designs and coordinates validation studies in local health departments (LHDs) as needed; and travels to LHDs throughout California to assist in documentation and implementation of HIV/AIDS surveillance activities.

25% Develops HIV/AIDS surveillance training materials for staff in OA and local HIV/AIDS surveillance programs, provides surveillance training to state staff, and develops “train the trainers” curricula for front-line OA staff to implement in the field; provides LHDs with ongoing technical assistance and training in conducting active HIV/AIDS case surveillance activities; reviews cases reported by LHDs; works with LHDs to obtain their cooperation and logistic support; monitors contract compliance, scopes of work, and budgets; follows-up on incomplete HIV/AIDS case reports; updates the HIV/AIDS HARS database to reflect investigation results of

individual cases; and travels to LHDs throughout California to assist in training and to monitor contract compliance.

- 20% Coordinates schedules for all site visits to all LHDs implementing HIV/AIDS surveillance; assesses and prioritizes county needs for on-site technical assistance and makes recommendations to the HIV/AIDS Case Registry Chief accordingly; conducts site visits to monitor and evaluate surveillance activities in LHDs, hospitals, jails, prisons, outpatient clinics, and private medical offices; implements protocols for case reporting with hospitals, clinics, and medical doctors; orients LHD administrators and staff on the reporting of HIV/AIDS cases via the HIV/AIDS reporting system; develops and implements local program procedures to improve the quality of data reports; and travels to LHDs throughout California to provide technical assistance, evaluate surveillance activities, and implement data quality assurance protocols.
- 10% Conducts high priority case investigations, including cases with “no reported risk” and cases with risk factors of significant public health importance, and, when appropriate, interviews providers, patients, and family members to determine patient risk and/or to clarify the case history of a reported HIV/AIDS case; reports results of investigations to the Chief of the HIV/AIDS Case Registry Section and to the Centers for Disease Control and Prevention, as necessary; and updates HARS to reflect investigation results; and acts as the primary surveillance coordinator for all reported pediatric cases of HIV/AIDS.
- 5% Acts as lead staff in coordinating the bi-annual statewide HIV/AIDS Surveillance Conference, which includes acting as liaison with the meeting organizer and the HIV/AIDS Case Registry Section, setting meeting agenda, identifying and approving speakers, assuring speaker credentials are received, and collaborating with information technology staff and hotel contacts.

**Percent of Time      Marginal Functions**

- 5% Assists in contract and proposal negotiations with federal and state funding arrangements; participates in statewide health department meetings; and other duties as required.

Employee's signature	Date	Supervisor' signature	Date